

HICKORY/CATAWBA COUNTY

APPLICATION FOR SIGN PERMIT

(This application becomes a permit upon approval by the Zoning Administrator & Building Official.)

All businesses operating in the City of Hickory must have a privilege license.

Parcel Identification Number: _____

In order to expedite the review process needed for zoning approval, please review the following list and include all marked items with your application. An Application for Sign Permit cannot be approved until the following information has been provided to the Zoning Administrator.

Site Plan to Scale Showing:

___ Right-Of-Way & Property Line location	___ Utility Easements
___ Size/Locations of Existing Signs on Lot/Bldgs	___ New Sign location, Size & Height
___ Driveway Location	___ Sign Design Sketch
___ Location & Size of Bldgs & Bldg Walls	

NOTE IF WITHIN CITY OF HICKORY ETJ: All Freestanding Signs Must Be **At Least 5 Feet** From Property and/or Right Of Way Line. **Please fill out the application completely to ensure timely review.**

Sign Location _____

YOU WILL BE ASKED TO GIVE DRIVING DIRECTIONS AT THE TIME OF ISSUING THE PERMIT

Sign Owner _____ Sign Owner's Phone No. _____ Fax No. _____

Sign Owner's Address _____

Contractor _____ Contractor's Phone No. _____ Fax No. _____

Contractor's Address _____

Electrical Contractor _____ Elect. Cont. Phone No. _____ Fax No. _____

Electrical Contractor's Address _____

Type of Sign: _____ Wall _____ Ground _____ Roof _____
Size: _____ Height _____ Length _____ Total Square Ft. _____

Illuminated? ___ Yes (___ amps) ___ No Other signs not attached to building? ___ Yes ___ No

Support Material _____

Does building have field installed NEON skeleton tubing? ___ Yes ___ No Cost \$ _____

Projection from building wall: _____ Ft. _____ In. Height above sidewalk or grade: _____ Ft. _____ In.

Signature of Applicant _____ Date _____

****Only signs that have a permit are allowed on your property. No other signs are allowed.**

****Non-permitted signs are subject to removal/disposal without prior notice.**

FOR ZONING ADMINISTRATOR'S USE ONLY

Zoning Designation _____ Setbacks _____ / _____ / _____ / _____ Airport Protection Zone _____ yes _____ no
Front Side Rear Side Street

Sign Application **Approved** _____ Date _____

Conditions of Approval _____

**** For clarifications or to request a final zoning inspection (if required) contact Zoning Official at 828-323-7487 ****

Sign Application **Disapproved** _____ Date _____

Reason for Disapproval _____

SIGN PERMIT REQUIREMENTS

For the sake of uniform treatment of all Sign Contractors, please be aware that the City of Hickory and Catawba County requires the following for all new Signs:

1. A permit application needs to be completed, listing the Electrical Contractor (for any illuminated signs, whether internally or externally illuminated), the square footage, and the cost (all blank spaces must be filled in).
2. A licensed electrician is required for all illuminated signs, and they must submit a signed sub-contractor form for the work on the sign (even if they are hired by the General Contractor for new construction).
3. All signs must meet Appendix H of the North Carolina Building Code to include all design requirements for working stresses from chapter 16 and attachment drawings.
4. All sign applications must include sign details
 - Wall sign drawings must show the building width, existing signage, location and dimensional size of new sign to determine allowable signage, sign material, manufacturers spec sheet showing meets 90 mph wind zone minimum if sign is prefab, type of wall construction, anchor details to include type of anchor and spacing. The anchors for masonry walls must be at least 3/8" inch embedded a minimum of 5" inches.
 - Ground signs that exceed 12' feet above finished grade require an engineer seal. Ground signs not exceeding 12' feet above finished grade must show dimensional size of new sign to determine allowable signage, sign and support material, manufacturers spec sheet showing sign meets 90 mph wind zone minimum if sign is prefab, attachment schedule of sign to support, and footing detail.

All Signs Require Inspections:

1. All signs require a final sign inspection.
2. Pole/Ground signs additionally require footing and setback inspections before concrete is poured.
3. All illuminated signs (whether internally or externally illuminated) require a final electric inspection.
4. Contractor must provide lift equipment necessary for the Code Official to complete the inspection,

****Only the signs that have a permit are allowed on your property. No other signs are allowed.**

****Non-permitted signs are subject to removal/disposal without prior notice.**